

Neglected and Delinquent Guidance for Delinquent Facilities (Title I, Part D, Subpart 2)

DETERMINATION OF FUNDING

Local Educational Agencies (LEA) serving delinquent facilities are eligible to receive Title I, Part D, Subpart 2 funding. Subpart 2 funds are awarded through a competitive grant process. The Office of Federal Title Programs in the North Dakota Department of Public Instruction (NDDPI) will be using a per-pupil amount to determine the LEA base amount that LEAs can request. The per pupil amount that LEAs and delinquent sites should use to determine their base funding request is **\$3,032**. Applicants will then multiply this amount times the delinquent student caseload number reported to the NDDPI on the October 2014 count.

Applications for Subpart 2 Delinquent funding will be subjected to a rigorous review process. Applicants must provide complete and comprehensive narrative responses to the required Subpart 2 questions. Program funding above the predetermined LEA base amount may be awarded to those applicants that can fully demonstrate that additional funding is justified and necessary through these responses. To receive Subpart 2 funds, the LEA must submit an application for funding to the NDDPI for approval. The 2015-2016 application for funding must be submitted to the Office of Federal Title Programs by **Tuesday, July 14, 2015**.

TRACKING FUNDING

LEAs are required to track Title I, Part D funds separately from other federal Title dollars. The required Midyear Report and Final Financial Report may require a detailed accounting ledger. Funds should be tracked as follows:

Fund	Project Code	Instructional Organization	Program Code	Function	Object Code
01	069- Title I Neglected & Delinquent	20–Elementary 30–Middle 40–Secondary	261- Title I	1000- Instruction 2000- Support Services	110- Professional Salary 120- Non-professional Salary 200- Employee Benefits 300- Purchased Professional & Technical Services 430- Maintenance 580- Travel 600- Materials & Supplies 730- Equipment ≥ \$750 800- Dues, Memberships, & Registration

- Subpart 2 funds must be requested on a reimbursement basis. After expending the funds, a Request for Funds (SFN 14660) must be submitted to the Office of Federal Title Programs.
- The LEA can overspend on a line item up to 10% without submitting a budget revision *if the expenses are part of the approved application*. If the LEA does not submit a budget revision and continues to overspend a line item, the LEA jeopardizes reimbursement for any expenses over the 10%. If the scope of activity has changed, then a budget revision is required. For example, if the program's approved budget has no funds allocated toward travel (line item 580) and then decides to send a teacher to a conference, the program must submit a Budget Revision (SFN 9035) and allocate funds toward the travel object code (580) before travel to the conference takes place. You cannot claim expenses on an object line that does not have funds approved.

USE OF FUNDS

An LEA receiving Subpart 2 funds must use the funds to operate programs that involve collaboration with locally-operated delinquent facilities with which the LEA has established formal agreements regarding the services to be provided:

1. To carry out high-quality education programs that prepare children and youth to complete high school, enter training or employment programs, or further their education;
2. To provide activities that facilitate the transition of such children and youth from an institution to further education or employment; and
3. To operate dropout prevention programs in local schools for children and youth who are at-risk of dropping out or youth returning from correctional facilities.

An LEA may also use Subpart 2 funds, as appropriate, for:

- Dropout prevention programs that serve at-risk children and youth. An at-risk child or youth means a school-aged individual who is at-risk of academic failure, has a substance use problem, is pregnant or is a parent, has previously come into contact with the juvenile justice system, is at least 1 year behind the expected grade level for the age of the individual, is a migrant or an immigrant, has limited English proficiency (LEP), is a gang member, has previously dropped out of school, or has a high absenteeism rate at school.
- Coordination of health and social services for at-risk children and youth (e.g., child care, substance use counselling and mental health services) if there is a likelihood that providing such services will help these children complete their education.
- Special programs that meet the unique academic needs of at-risk children and youth, including vocational and technical education, GED preparation, special education, career counseling, curriculum-based entrepreneurship education, and assistance in securing student loans or grants for postsecondary education.
- Programs providing mentoring and peer mediation.

SUPPLEMENT, NOT SUPPLANT – The LEA must use Subpart 2 funds to provide services that supplement, not supplant, those services that would, in the absence of Subpart 2 funds, be provided to children and youth participating in the regular school educational program. However, Subpart 2 funds may be used to increase the total number of hours of classroom instruction in any subject area that students receive with state or local funds. This may be accomplished through individualized, small-group, and computer-aided instruction.

TRANSITION SERVICES

Helping institutionalized children and youth make the transition into the community for further education or employment is an important component of the Subpart 2 program.

There is no explicit language in the statute regarding the percentage of Subpart 2 funds that must be allocated toward transition activities in LEAs and delinquent facilities receiving these funds; however, these entities are still required by law to provide such services.

ACCOUNTABILITY

The State Educational Agency (SEA) may reduce or terminate funding for projects under this subpart if a SEA or LEA does not show progress in reducing dropout rates for all students over a three-year period.

- The SEA will require LEAs and facilities for delinquent children and youth to demonstrate, after receiving assistance under this subpart for three years, that there has been an increase in the number of children and youth returning to school, obtaining a secondary school diploma or its recognized equivalent, or obtaining employment after such children and youth are released.
- A program under this subpart that supplements the number of hours of instruction students receive from state or local sources shall comply with the supplement, not supplant requirements.

- The LEA that provides funding to a facility for delinquent children and youth under this subpart shall evaluate the program, disaggregating data on participation by gender, race, ethnicity, and age, to determine the program's impact.

REPORTING

Each LEA that conducts a program under Title I, Part D, Subpart 2 must comply with the reporting requirements regarding expenditures, program demographics, and academic and vocational outcomes. The following reports must be submitted annually to the Federal Title Programs office at the close of the fiscal year, in July.

- Final Financial Report (SFN 7822)
- Request for Funds (SFN 14660)
- Final Report (SFN 53733)

The fiscal year for the ND DPI runs from July 1 of each year through June 30 of the following year. All federally-funded programs must order and pay for items within the same fiscal year.

For those LEAs receiving competitive delinquent grants, any unclaimed funds will revert into the pool of funds available for the subsequent programming.

QUESTIONS

For questions regarding this program, please contact either of the following NDDPI staff:

Margaret A. Baune
N & D Program Administrator
Phone: (701) 328-2317
mbaune@nd.gov

Heidi Merkel
N & D Fiscal
Phone: (701) 328-2824
hmerkel@nd.gov